

PERSONNELTeacher Responsibilities and Duties: Lesson PlansA. Purpose

To establish guidelines for lesson plans for use by the classroom teacher and by substitute teachers.

B. Purposes of Lesson Plans

Lesson plans shall be maintained as an integral part of the instructional program and are to serve two basic purposes:

1. To provide direction to classroom instruction.
2. To assist the teacher and principal in maintaining quality control over the delivery of instructional services in the classroom.

C. Daily Lesson Plans for the Classroom

1. Lesson plans shall be developed and maintained on a weekly basis (in advance).
2. The daily plan should, when applicable, include the following:
 - a. Objectives
 - b. Skills to be learned
 - c. Materials to be used
 - d. Class assignments and activities
 - e. Homework as appropriate
 - f. Evaluation as appropriate
3. To improve classroom instruction and as a part of the instructional supervision program in each school, the principal may specify lesson plan directions which exceed these minimum requirements.

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(continued)D. Substitute Teacher Plans

1. In addition to the weekly plan each classroom teacher shall provide an emergency plan to be maintained in a file in the principal's office for use by substitute teachers.
2. The emergency plan for substitute teachers shall include the class roll, seating chart, specific directions, and a set of learning activities.

Editor's Note

See also school board policy #5-49.2.1.

Approved by Division Superintendent: June 9, 1992